

DRAFT

(date)

PROJECT REVIEW COMMITTEE PROCEDURES MEMORANDUM

SUBJECT: Submission of Projects for PRC Consideration

1. There is attached a Project Outline Format which shall be used Agency-wide for the submission of all projects for consideration by the Project Review Committee.

2. In using this Outline, all points shall be answered, "NA" (not applicable) to be used where appropriate. The explanatory matter enclosed within parentheses should not be copied. For example, the answer to 2a should consist of the word "Origin" followed by information in accordance with the parenthetical sentences which explain what information is desired.

3. Each Project Outline, using the attached format, shall be submitted to the Recording Secretary of the Project Review Committee in original and seven copies.

4. As PRC meetings normally are held Wednesday afternoons and as copies of projects for consideration must be in the hands of the PRC members a week in advance of the meeting at which they are to be discussed, the required number of copies must be delivered to the Recording Secretary of the PRC by noon of the preceding Wednesday. If a special PRC meeting is to be held or consideration of a project on an emergency basis is imperative, arrangements will be handled by the Recording Secretary.

5. If, after studying the data submitted, a PRC member has questions regarding a project which are not answered to his satisfaction or which he believes should be considered by the PRC, he will so advise the Recording Secretary who, in turn, will notify the originating office which will prepare answers and present them during the oral presentation at the PRC meeting.

6. PRC members will handle their copies of the Outlines on a need-to-know basis and, after they have served their purpose (i.e., after PRC consideration has been completed), PRC members will return their copies to the Recording Secretary who will return them to the originating office.

Enclosure:

Project Outline Format